

Sean Gorman, Secretary General

Re. Appointment of Ciaran Conlon as Special Adviser to the Minister

1. I met with Ciaran Conlon this morning and explained the appointment process as set out in the Department of Finance guidelines on Ministerial Appointments for the 31<sup>st</sup> Dáil, which issued on 24 March 2011 (copy attached). Essentially the process is as follows:
  - we request sanction from D/Finance to the appointment, including the level of remuneration
  - on receipt of D/Finance sanction we submit to Government for approval in accordance with Section 11 of the Public Service Management Act 1997
  - standard special adviser contract is signed by appointee and the Secretary General (after which the appointee may be put on the payroll).
2. Mr Conlon indicated his understanding that his salary was to be €127,000. He provided me with a copy of his P60, which indicated total pay of and End of Year Income Levy Certificate 2010, which indicated a gross income for income levy purposes, the difference in the figures being related to a bonus payment.
3. I explained that the D/Finance guidelines provided for a starting salary €80,051, being the first point of the Principal Officer (standard) scale (see paragraph 3(b) of Appendix 1 of the Guidelines). I also explained that the Guidelines provide (at paragraph 1 (b) of Appendix 1) that any exceptions to the Guidelines will only be given by the Minister for Public Expenditure and Reform with the agreement of the Minister for Finance in circumstances which are considered to be unique, or special and exceptional. Mr Conlon undertook to submit a business case/CV in support of his appointment at the level of €127,000.
4. Mr Conlon is anxious to begin working in the Department from tomorrow. However, it should be noted that, in addition to the above-mentioned steps in the process for appointment of Special advisers, the D/Finance guidelines also provide at paragraph 2.2 (page 4) that **"No offer of appointment is to be made until written sanction has been received from the Administrative Budget Section of the Department of Finance"**.
5. Finally, staff appointed by the Minister will be required to sign undertakings in respect of the Official Secrets Act, the Civil Service Code of Conduct and Behaviour, Ethics Legislation and Departmental policies on, for example, use of ICT facilities.

6. Given the above, and that Mr Conlon is anxious to begin working in the Department tomorrow, you may wish to bring to the Minister's attention.

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Dermot Sheridan  
Personnel Unit  
28 March 2011



12

## Appointment of Special Advisors

Minister,

1. In order to put your Advisors, Messrs Conlon and Quinn on the payroll there are a number of requirements, which are set out in the recently issued Guidelines for Ministerial Appointments, dated 24 March, 2011 (copy in pouch under) which we are obliged to comply with. The Guidelines require, inter alia:-

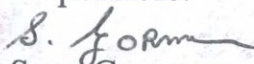
- The sanction of the Minister for Finance as regards pay and terms and conditions [Appendix 1 – para 1 (c)];
- The sanction of the Minister for Public Expenditure and Reform [Appendix 1 – para 1 (c)];
- The sanction of the Taoiseach [Appendix 1 – para 1 (c)];
- The approval of the Government [Appendix 1 – para 1 (c)];

2. Appointment of Mr Conor Quinn Press Advisor

As this appointment is to be made on the standard terms and conditions, including remuneration, as set out in the Guidelines, the necessary sanctions and approvals are being sought and arrangements made for signing of the contract of employment.

3. Appointment of Mr. Ciaran Conlon Special Advisor

In this case the appointment is to be made at a level of remuneration (€127,000) which is above the standard rate [Principal Officer standard scale - €80,051 - €92,672]. The Guidelines [Appendix 1 – para 1 (b)] provide for individual exceptions, which will only be given by the Minister for Public Expenditure and Reform, with the agreement of the Minister for Finance, in circumstances which are considered to be unique, or special and exceptional. I would appreciate it if you would let me have the basis of the case to be made to the relevant Ministers for this appointment, on the basis of the exception provided for, so that I can advance this matter as quickly as possible.

  
Sean Gorman

4 April 2011

c.c. Mr C Conlon  
Mr D Sheridan, Personnel Unit

9 April 2011

Ms. Irene Kirwan  
Admin. Budget Section  
Department of Finance  
Upper Merrion Street  
Dublin 2

**Re. Request for sanction of Mr Ciarán Conlon as Special Adviser to the Minister**

I am directed by the Minister for Enterprise, Trade and Innovation, Mr Richard Bruton, T.D., to request the sanction of the Minister for Finance and the Minister for Public Expenditure and Reform to the appointment of Mr Ciarán Conlon as a Special Adviser to the Minister at a rate of €127,000 per annum, which is above the standard rate provided for at paragraph 3(b) of Appendix 1 of the new Dept. of Finance guidelines on ministerial appointments, "Instructions to Personnel Officers – Ministerial Appointments for the 31<sup>st</sup> Dáil". However, pursuant to paragraph 1(b) of Appendix 1 to the guidelines, the Minister is proposing the rate of €127,000 as an exception to the standard rate for the reasons set out beneath.

The Programme for Government makes it clear that the work of the Department of Jobs, Enterprise and Innovation will be a central pillar of the new administration's agenda. The Programme for Government states clearly that;

*"The big challenge for Ireland is to develop a strategy that will allow growth and sustainable enterprise. Job creation is central to any recovery strategy."*

In fact, "Jobs" was the number one item in Fine Gael's electoral platform, "A Five Point Plan to Get Ireland Working".

Reflecting this priority the Taoiseach has asked the Minister to prepare a Jobs Strategy that will feed in to a Jobs Budget to be presented within the first 100 days of the new Government.

In the Minister's Department the areas that this key pillar of Government Policy will cover includes;

Competition policy; Trade promotion; Finance and Credit for business;  
Technology and R&D; Economic Planning;  
Enterprise promotion; Labour force issues;

To deal with this huge jobs challenge in a substantive manner there will undoubtedly be issues and opportunities for change that arise in other Departments. A wide ranging jobs strategy will necessarily touch on issues such as activation measures and training, taxation proposals, the Green economy, infrastructure investment, worker visas and many others. This will require close



collaboration, buy-in and support from other Departments such as Taoiseach's, Environment & Local Government, Transport, Tourism & Sport, Finance, Justice & Equality, Education & Skills, Social Protection, Communications, Energy & Natural Resources and Agriculture & Food.

Given this wide ranging agenda, and the cross Departmental support and backing needed to deliver this pillar of Government policy, the Minister believes that Mr Conlon is uniquely qualified and placed to help deliver on this programme. With eight years at a senior management level in Fine Gael, his familiarity with the Fine Gael manifesto and the subsequent Programme for Government and his close working relationship built up over those eight years with key Ministers and their Advisers, Mr Conlon possesses an unmatched level of connectedness with the people and issues critical to the delivery of the programme on jobs.

By way of quick summary of his relevant training and experience, Mr Conlon;

Joined Fine Gael in 2003 and, reporting to the Party Leader, Enda Kenny, devised and managed the Party's Communications and Media strategy for two General Elections, two European Elections and two Local Elections, in the course of which he inputted in to and co-ordinated the presentation and prioritisation of policy content;

Was asked by the Party Leader in 2010 to direct the planning and strategy behind Fine Gael's historic election result in February 2011. This project involved managing the development and implementation of a multi faceted, policy driven, election campaign.

Has a Masters Degree in Economics from UCD and taught economics in UCD and also worked for the World Bank on economic development research projects. He then worked in the Dublin Chamber of Commerce for 6 years where he researched, drafted and presented policy reports on small business development, infrastructure priorities, trade development and reducing red tape and costs for business. Following the Chamber he worked in public affairs for 2 years where he advised a range of public, private and political organisations on media and public affairs.

I enclose a copy of Mr Conlon's P60 for year ended 31 December 2010 together with a copy of his End of Year Income Levy Certificate for 2010.

The Minister would be grateful if you would give this matter your urgent attention.



Dermot Sheridan

Personnel Unit

Tel. 6312288

Email [Dermot.Sheridan@deti.ie](mailto:Dermot.Sheridan@deti.ie)

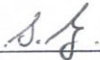
14

**Appointment of Mr. Ciaran Conlon as Special Advisor**

Minister,

I have been advised today by Ms. Patricia Coleman at the Department of Finance that the Minister for Public Expenditure and Reform has not agreed to the above appointment at the requested rate of €127,000. I understand that the Minister is prepared to sanction the post at a salary of €92,672 with 'some scope' for adjustment. I have been informed that Minister Noonan has seen the proposed reply to this Department in the above terms, which I understand will issue today, at official level, from the Department of Finance.

I informed Ms Coleman that it was my understanding that An Taoiseach had already agreed to this appointment being made at a salary of €127,000. In response Ms. Coleman said that both Ministers at the Department of Finance had seen the proposed response. I said that I would brief our Minister accordingly.

  
Sean Gorman  
27 April 2011

cc Mr. Ciaran Conlon  
Ms. Maureen O'Sullivan ✓





RE: Mr Ciaran Conlon

Watt, Robert to: 'sean\_gorman@entemp.ie'

"Dermot.McCarthy@taoiseach.gov.ie",

Cc: "Martin.Fraser@taoiseach.gov.ie",

"Nick.Reddy@taoiseach.gov.ie"

29/07/2011 14:49

Sean,

The e mail below refers.

I have been directed by Minister Howlin to convey sanction for the revised salary as set out below.

Kind regards

Robert Watt

-----Original Message-----

From: Nick.Reddy@taoiseach.gov.ie [mailto:Nick.Reddy@taoiseach.gov.ie]

Sent: 29 July 2011 13:12

To: Watt, Robert

Cc: Dermot.McCarthy@taoiseach.gov.ie; Martin.Fraser@taoiseach.gov.ie

Subject: Mr Ciaran Conlon

Mr Robert Watt  
Secretary General  
Department of Public Expenditure & Reform.

Dear Secretary General,

Further to recent discussions, I wish to convey the Taoiseach's request for sanction of an annual salary of €127,000. for Mr Ciaran Conlon who is Special Adviser to the Minister for Jobs, Enterprise and Innovation.

The Taoiseach understands that the amount involved goes beyond the guidelines but believes that it is appropriate that the sanction requested would be provided in this specific case.

Nick Reddy.  
Private Secretary to the Taoiseach.

Maureen

Left a message earlier today - this is getting ridiculous. The Minister sent over a memo on this issue weeks ago.

This has been passed at the very highest level in Govt Buildings.

Ciaran  
Maureen O'Sullivan



Maureen O'Sullivan  
06/05/2011 09:44

To: Ciaran Conlon/entemp@ENTEMP  
cc:  
Subject: RE: Special Adviser to Minister Bruton

Ciaran,

My voicemail of this morning refers.

Maureen

Maureen O'Sullivan  
Personnel Officer  
Department of Enterprise, Trade and Innovation  
Kildare St  
Dublin 2  
Phone: 01 6312246  
Email: maureen.osullivan@deti.ie

----- Forwarded by Maureen O'Sullivan/entemp on 06/05/2011 09:39 -----



"Coleman, Patricia"  
<Patricia.Coleman@finance.gov.ie>  
06/05/2011 09:37

To: <Maureen.OSullivan@deti.ie>  
cc: "Emerson, Mairead" <Mairead.Emerson@finance.gov.ie>, "Denny, David" <David.Denny@finance.gov.ie>  
Subject: RE: Special Adviser to Minister Bruton

Maureen

We are awaiting your Minister's submission on the matter. I understood that since the request had been rejected at official level, that your Minister would write to Minister Howlin on the matter.

Regards

Patricia

-----Original Message-----

From: Maureen.OSullivan@deti.ie [mailto:Maureen.OSullivan@deti.ie]  
Sent: 06 May 2011 07:51  
To: Coleman, Patricia  
Subject: Re: Special Adviser to Minister Bruton

Patricia,

I wonder if you had any opportunity to consider my email below as I understand that the Minister is anxious that the matter be resolved.

Maureen

Maureen O'Sullivan  
Personnel Officer



Department of Enterprise, Trade and Innovation  
Kildare St  
Dublin 2

Phone: 01 6312246

Email: maureen.osullivan@deti.ie

----- Forwarded by Maureen O'Sullivan/entemp on 06/05/2011 07:49 -----

Maureen  
O'Sullivan  
<Patricia.Coleman@finance.gov.ie>  
To: "Coleman, Patricia"  
cc:  
29/04/2011 17:28  
Subject: Re: Special Adviser  
to Minister Bruton(Document link: Maureen O'Sullivan)

Patricia,

Thank you for your email below. Following consideration of the terms of the sanction Minister Bruton has requested that the issue of Mr Conlon's salary be reconsidered.

Maureen

Maureen O'Sullivan  
Personnel Officer  
Department of Enterprise, Trade and Innovation  
Kildare St  
Dublin 2  
Phone: 01 6312246  
Email: maureen.osullivan@deti.ie

"Coleman, Patricia"  
<Patricia.Coleman@finance.gov.ie>  
To: <sean.gorman@deti.ie>, <maureen.osullivan@deti.ie>  
cc: "Stapleton, Aine" <Aine.Stapleton@finance.gov.ie>, "Emerson, Mairead" <Mairead.Emerson@finance.gov.ie>, "Denny, David" <David.Denny@finance.gov.ie>  
27/04/2011 15:42  
Subject: Special Adviser to Minister Bruton

Sean

Further to our recent conversation, attached please find this Department's sanction in relation to the appointment of Mr Ciarán Conlon as Special Adviser to Minister Bruton.

Regards

Patricia